

## **Peter Brown**

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March 22, 1998

To Scott at MacTemps:

I am responding to your ad for entry level proofreaders in today's *Philadelphia Inquirer*.

For over a decade, I was the popular music critic for the *Welcomat* (now known as *Philadelphia Weekly*), eventually rising music editor and associate editor. During this time, I served the paper in several other capacities, being chief type-setter, copy editor production manager, and proofreader.

Since leaving the *Welcomat* due to a change in editorial policy as well as company direction, I've been working as a temp primarily doing proofreading and editing for all kinds of businesses including financial institutions, law firms and advertising agencies.

I have worked with Windows, Windows 95 and Macs, and a variety of programs including Microsoft Word, Word Perfect for Windows, Powerpoint and Lotus Word Pro and Lotus Approach.

My resume is attached.

Thank you for your consideration.

Sincerely,  
Peter Brown  
Peter Brown

**Peter Brown**  
*1205 Wharton Street*  
*Philadelphia, PA 19147*  
*(215) 334-0431*

**Professional**

**Experience:** Proofreader, *Philadelphia Forum*, June 1996 to January 1997.  
Associate Editor, *The Welcomat*, Philadelphia, PA. June 1994 to October 1994.  
Music Editor, *The Welcomat*, August 1993 to June 1994.

**Columnist:**

*The Welcomat* (now the *Philadelphia Weekly*), 1983 to October, 1994.  
*Big Shout Magazine* (monthly), 1990 to 1992.  
*East Coast Rocker* (now the *Aquarian Weekly*), February 1988 to November 1989.

**Contributor:**

*The Philadelphia Inquirer*  
*Fine Times Magazine*  
*ElectriCity*  
*WXPN Radioguide*  
*Philadelphia Drummer*  
*Sing Out! Magazine*

**Related**

July 1993.  
**Experience:** Production Manager: *The Welcomat*, November 1992 to July 1993.  
Faculty Member: Philadelphia Music Foundation Seminar IV, 1991.

Disc Jockey/Programmer:  
WXPN-FM, Philadelphia, PA (1976 to 1980)  
WFMU-FM, East Orange, NJ (1967)

Inventory Control & Sales: Third Street Jazz & Rock,  
Philadelphia, PA (1981 to 1982)

Manager of Record Department: Sam Goody, Inc.  
Philadelphia, PA (1973 to 1975)

**Reference:**

John Lule  
Chair of Journalism Department

Lehigh University  
Building UC-29  
Bethlehem, PA 18015  
(610) 758-4177